

Sample Correspondence for Survey Promotion

Dear Employees,

Our company is starting a Worksite Wellness program and your input is needed! You can help by going to the following web page: http://www._____.

There you'll find an introductory letter with more information and a short survey for you to complete. The survey is completely anonymous and it should only take you a few minutes. Paper surveys are also available.

It's very important that we hear from everyone in order to make our new wellness program successful. So, please complete your survey today and urge your co-workers to do the same! Please submit your survey no later than _____.

Go to the web page listed above for more information and to take the survey.

Thank you very much!
The Wellness Committee